

**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE,
SIGNATURE PAGE**

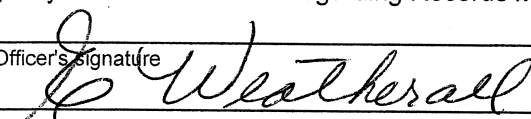
<input type="checkbox"/> Schedule establishment <input checked="" type="checkbox"/> Schedule revision, revises Archives # <u>97-74</u>	Archives# 05-185
	Page 1 of 3

Department Transportation	Division Staff Branches/Project Development	Right of Way	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Non-Permanent
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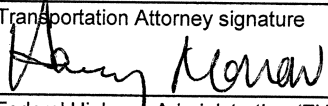
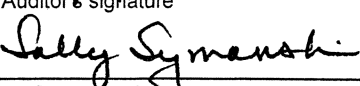
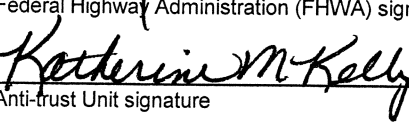
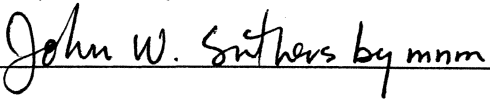
Records custodians

- ☒ No record shall be destroyed under this schedule authority so long as it pertains to any pending legal case, claim action or audit.
- ☐ It shall be the responsibility of the agency to inspect their own microfilm and certify to the continuity of the filmed record and legibility of the information. If any image is not completely readable, or any portion of the series has not been filmed, appropriate corrections or documentation must be made to insure standards and to comply with CRS, as amended, Title 24-80-107 before transfer/security deposit to the State Archivist.

Records officer

The recommended retention periods on this schedule are the result of evaluation of the factors listed in the State Records Management Policies and Procedures Manual and CRS 24-80-101 et. Seq. As Records Liaison Officer, I am authorized by the head of this agency to act in all matters regarding Records Management and I request approval of this records disposition schedule.	
Record's Liaison Officer's signature 	Date 02/18/05

Signatories

I certify I have reviewed and concur with the records retention periods established on all pages of this document:			
State Archivist's signature 	Date 3-9-2005	Transportation Attorney signature 	Date 3-1-05
State Auditor's signature 	Date 4/1/05	Federal Highway Administration (FHWA) signature 	Date 3-7-05
Attorney General's signature 	Date 5/3/05	Anti-trust Unit signature	Date
	Date		Date

DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE

Revises Archive #97-74

Archives # 05-185
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Department Transportation		Division Staff Branches/ Project Development		Right of Way		<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Non-Permanent	
Item#	Description	Retention Period	Special Instructions				
1.	<p>Right of Way Acquisition & Relocation Files</p> <p>Including but not limited to:</p> <ul style="list-style-type: none"> A. Memorandums of Ownership(CDOT 242) B. Appraisal Reports C. Fee Appraisal Contracts D. Negotiation Reports & Diary E. Reviewing Appraisers &/or Trial Attorney Statements & Recommendations F. Relocation Assistance Records (Business) G. Relocation Assistance Records (Homeowners/ Tenant) H. Administrative Settlement Records I. Correspondence & General Documentation (Project related) J. Memorandums of Agreement (CDOT 784) K. Acquisition Court Documents L. Deeds & Easements M. Encumbrance Releases N. Federal Land Transfers (Bureau of Land Management) <ul style="list-style-type: none"> 1. Easement Deed 2. Correspondence O. Federal Land Transfers (US Forest Service) <ul style="list-style-type: none"> 1. Easement Deed 2. Correspondence P. Forest Highway Projects <ul style="list-style-type: none"> 1. Correspondence 2. Plans 3. Reports Q. Project Sketch Maps R. Railroad Valuation Maps S. Other CDOT forms applicable to Right of Way 	<p>Permanent documents retained in hardcopy, microfilm & electronic formats</p>					

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Item#	Description			Retention Period		Special Instructions	
/.	T. Estimates of Costs (Commission Packages)			Permanent			
RETENTION OF ALL OTHER RECORDS IS DETERMINED BY THE "GENERAL RECORDS SCHEDULE" WHICH IS DEVELOPED BY THE STATE ARCHIVIST.							